



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

## CHILD ABUSE PREVENTION PROGRAM ADVISORY COMMITTEE (CAPPAC)

**Chairperson:** Lucas Sulentic

**Committee Members:**

Amy Alvarez  
Lisa Bellows  
LaTasha DeLoach  
Kevin Frey  
Nancy Wells

**ICAPP Administrators:**

Stephen Scott  
Abby Patterson

**DHS Liaison:**

Lisa Bender

### Minutes

**Monday, May 18, 2015, 10:00am-3:00pm**

Hoover State Office Building, 1305 E. Walnut St. Des Moines, IA.  
**1st Floor (Room 1 SE, Side 2)**

### Meeting Agenda

<b>10:00 AM</b>	<b><u>Call to order, welcome and introductions</u></b>  <b>Members Present:</b> Alvarez, Bellows, DeLoach, Frey, Sulentic, Wells  <b>ICAPP Administrators Present:</b> Patterson, Scott  <b>DHS Staff Present:</b> Bender  Rickman unable to attend
<b>10:05 AM</b>	<b><u>Approval of minutes</u></b> Bender provided an overview of the last CAPPAC meeting on 3/13/15. Motion was made to approve the minutes as written.
<b>10:10 AM</b>	<b><u>ICAPP Program Updates – Quarterly demographics</u></b> This agenda item was moved up to allow all members to arrive before discussing chairperson nomination.  Scott provided an overview of all YTD demographic information gathered from ICAPP Participants. Trends were discussed with CAPPAC members. It was noted that trends seem to differ quite a bit by area of the state and by type of project (i.e. respite care vs. crisis care). CAPPAC members were encouraged to review the quarterly demographic spreadsheets they receive via email to get an idea of who the program is serving.
<b>10:30 AM</b>	<b><u>Chairperson – discuss role and nomination/election</u></b> Bender discussed the need to elect a chairperson. Bender shared

	<p>that this was not anticipated to be a great time commitment, as she still acts as IDHS staff support and liaison to the group. However, this would be the individual who leads the meetings and may be asked to present the annual evaluation report to the Council on Human Services.</p> <p>Bender asked if anyone wanted to volunteer or nominate another member for the role. Sulentic stated that if no one else wanted to take on the role, he was willing to. The group approved the motion to designate Sulentic as committee chair.</p>
<b>11:00 AM</b>	<p style="text-align: center;"><b><u>CLOSED SESSION</u></b></p> <p>Written notes are not a part of the minutes for items discussed in closed session. This is due to the confidentiality of the competitive procurement process until decisions are posted publically. General conversations covered:</p> <ul style="list-style-type: none"> <li>• Overview of Group Review Process, Scores, etc.</li> <li>• Review of various funding option</li> <li>• Vote on award recommendations</li> </ul> <p>All procurement notices and final awards decisions are available publically at:  <a href="http://bidopportunities.iowa.gov/?pgname=viewrfp&amp;rfp_id=11032">http://bidopportunities.iowa.gov/?pgname=viewrfp&amp;rfp_id=11032</a></p>
	<b><u>OPEN SESSION</u></b>
<b>2:00 PM</b>	<p><b><u>Next steps</u></b></p> <p>Bender discussed next steps and stated she would be sending them the final award recommendations following the decision of the Division Administrator.</p>
<b>2:15 PM</b>	<p><b><u>Wrap up and schedule next meeting</u></b></p> <ul style="list-style-type: none"> <li>• Members discussed new projects and activities in their area.</li> <li>• Set conference call for Monday, July 13<sup>th</sup> at 2:00pm.</li> </ul>